



## **Procedure: Introduction to Client Eligibility and Benefits**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: H 2

Approval Date: 6/2015

Citation: 246.7(b)-(f), (i)-(j) and (l); 246.10(c); 246.11(a);  
246.12(r) & (u)

Revised Date: 8/2016

<b>Purpose</b>	Summarize the eligibility determination process and provide an overview of how WIC benefits are delivered.
<b>Eligibility Requirements</b>	<p>To be certified as eligible for the WIC Program in Nebraska, an applicant must meet each of the following criteria.</p> <ol style="list-style-type: none"><li>1. Be a pregnant, breastfeeding, or postpartum woman, infant or child less than 5 years of age.</li><li>2. Reside within the State of Nebraska.</li><li>3. Have a household income at or below 185% of the federal poverty guidelines.</li><li>4. Be determined to be at nutritional risk.</li></ol>
<b>Certification Visits</b>	<p>Each applicant for the WIC Program, at each certification visit shall:</p> <ol style="list-style-type: none"><li>1. Complete or be assisted in completing the WIC application process.</li><li>2. Have eligibility determined within specific time frames.</li><li>3. Be informed of their rights and responsibilities, including:<ol style="list-style-type: none"><li>a. Right to a fair hearing.</li><li>b. Right to file a discrimination complaint.</li></ol></li><li>4. Receive an explanation of the purpose and scope of the WIC Program and of the certification process.</li><li>5. Be informed of:<ol style="list-style-type: none"><li>a. the illegality of dual participation.</li><li>b. what constitutes fraud.</li><li>c. may require repayment of the value of benefits they have received.</li></ol></li><li>6. Receive an explanation of the sanction system.</li></ol>
<b>Steps for Eligibility Determination</b>	<p>Eligibility determination should proceed in the following order. Should an applicant be found not eligible at any particular step, the assessment is stopped at that point.</p> <ol style="list-style-type: none"><li>1. Determine categorical eligibility.</li><li>2. Determine residential eligibility.</li><li>3. Determine income eligibility.</li><li>4. Determine nutritional risk.</li></ol>

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**WIC Benefits for Eligible Applicants**

Applicants found to be eligible for WIC receive the following benefits:

1. Nutrition and health education.
  2. Referrals, as needed, to other health and social services.
  3. Supplemental foods.
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**Ineligible Applicants**

Applicants found to be ineligible for WIC receive:

1. Notification, in writing, of the reason(s) they are not eligible and their right to a fair hearing.
  2. Referral to other appropriate food programs such as SNAP.
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